

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04681698

Opening Date: February 12, 2004

Cut off Date: March 12, 2004

Position: Supervisory Contract Specialist, GS-1102-14

Salary: \$83,334 - \$108,335 Annual

Place of Work: U .S. Army Engineer District, Baltimore, Contracting Division, Acquisition Branch

Duty Stations: Baltimore, MD

Position Status: This is a Permanent position. -- Full Time

Number of Vacancies: 1

Duties: Serves as Chief, Acquisition Branch and contracting officer. Has complete authority or oversight for all contractual actions and phases of the acquisition process involving the acquisition and administration of contracts for a wide variety of construction, equipment, material and services such as engineering and design services management studies, environmental surveys, information technology software and equipment, real property maintenance activities. Work involves the full range of contract specialization, acquisition planning, solicitation, negotiation, cost and price analysis, evaluation, award, and contract administration of the full range of contract types including firm fixed price, award term, award fee, and cost reimbursable. Plans, develops, and establishes the contractual strategy for the overall acquisition process. Directs the full range of contract administration actions. Develops and implements new and innovative contracting approaches and arrangements.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

BASIC REQUIREMENTS: A. A bachelors degree from an accredited educational institution authorized to grant baccalaureate degrees. AND B. At least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree.) **NOTE:** The education requirements

listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement. IN ADDITION, applicants must also meet: One year of specialized experience equivalent to the GS-13 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position and that is typically in or related to acquisition and administration of contracts to include acquisition planning, negotiation, price/cost analysis, award and contract administration of the full range of contract types including simple, fixed-price contracts to complex, service and construction, and cost reimbursement service.

THIS IS AN ARMY CRITICAL ACQUISITION POSITION (CAP) which may only be filled by a member of the Army Acquisition Corps (AAC) or an individual that is fully qualified for AAC membership at the time of application for this position. To be fully qualified applicants must possess a bachelor's degree and at least 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; AND completion of all mandatory training requirements for Level II or III DAWIA certification; AND four years of acquisition experience.

FOR CONTRACTING OFFICER POSITIONS: Applicants must have completed two years of experience in contracting positions, AND must have completed mandatory contracting courses. Certification at this level is sufficient to meet this standard. COMMENTS: (1)Must meet National Defense Authorization Act (NDAA). (2)Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance rating, Acquisition Career Record Brief (ACRB), and DAWIA Level III Certification to Sandy Kyle, 410-962-2663.

NOTE: This is an Army Critical Acquisition Position.

NOTE: THIS POSITION IS A CAREER PROGRAM POSITION.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.
- Temporary Duty (TDY) travel is 10 percent.

Other Requirements:

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- License/Certification: DAWIA - Level III
- Defense Acquisition Workforce Improvement Act Career Field Position: Contracting
- Selectee must sign a statement agreeing to remain in the position at least three years.
- Acquisition Corps membership is required prior to appointment.
- One-year supervisory probationary period required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration. Direct Deposit of Pay is Required. Must sign a mobility agreement if selected.

How to Apply:

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html> , key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self-nominate.

Point of Contact: Judy Brunasky, NECPOC, 410-306-1212, judy.brunasky@cpocner.apg.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.